

FY 2016 Internal Control Assessment
Section 1: Control Environment

Agency:

| | Question | Yes | No | NA | Comments |
|---|---|-----|----|----|----------|
| | Ethics | | | | |
| 1 | Does the agency's Code of Ethics demonstrates a commitment to integrity and ethical behavior? | | | | |
| 2 | Does management clearly communicate and demonstrate the importance of integrity and ethical behavior within the workplace? | | | | |
| | Management's Philosophy | | | | |
| 3 | Does the agency have a written mission statement containing the purpose, goals, and objectives? | | | | |
| 4 | Has management provided staff with an understanding and awareness of the benefits of effective internal control? | | | | |
| 5 | Does the agency have an current organizational chart? | | | | |
| | Organizational Structure | | | | |
| 6 | The agency's organizational structure is appropriate to carry out its mission and manage its operations effectively? | | | | |
| 7 | The organizational structure in each division provides adequate supervisory and managerial oversight? | | | | |
| 8 | Management periodically evaluates the organizational structure in light of changes in the scope, nature, or extent of operations? | | | | |
| 9 | Access controls have been established to enforce segregation of duties? | | | | |

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| 10 | The agency has established an audit committee to review results of internal and external reviews (audits and monitoring reports) of the agency? | | | | |
| 11 | The agency has designated an internal control officer responsible for assessing controls and communicating results to management? | | | | |
| 12 | Does the agency's internal auditor (if applicable) report directly to the board or commission? If not, does the internal auditor report to the Executive Director or agency audit committee (if applicable)? | | | | |
| | Management's Commitment to Professional | | | | |
| 13 | Are employees properly trained and capable of performing all jobs within their division? | | | | |
| 14 | Does the agency have a formal training and continuing education program that encourages employees to obtain certifications in their functional area? | | | | |
| | Human Resources Standards | | | | |
| 15 | Does the agency have a new hire orientation policy? If so, does the agency ensure that new employees are made aware of their responsibilities and management's expectations? | | | | |
| 16 | Does management personnel meet with employees to review job performance and discuss opportunities for improvement? | | | | |
| 17 | Performance appraisals adequately address internal control responsibilities and establish criteria for integrity and ethical behavior? | | | | |
| 18 | Does the agency perform background checks on individuals hired for sensitive positions? | | | | |
| 19 | Does the agency conduct background check on each applicant based on legitimate business needs relating to the position? For example, applicants who will be in positions involving confidential information or other sensitive data or who may have access to corporate or customer funds? | | | | |

FY 2016 Internal Control Assessment
Section 2: Risk Assessment

Agency:

| | Question | Yes | No | NA | Comments |
|---|---|-----|----|----|----------|
| | Risk Management | | | | |
| 1 | The agency identifies potential events that may adversely effect the acheivement of agency-wide or division objectives? | | | | |
| 2 | During an emergency event, has management implemented a contingency plan that will ensure the continuation of the agency's operation? | | | | |
| 3 | Once a response has been selected, does management determine whether an implementation plan is needed? | | | | |
| 4 | If an implementation plan is needed, does management establish the necessary controls to ensure the implementation is effective? | | | | |
| 5 | Once a risk response is developed for inherent risk, does management consider residual risk? | | | | |
| 6 | Does managment consider the likelihood and/ or impact? If so what controls are being implemented to mitigate the risk? | | | | |
| 7 | Does management identify and analyze risks relating to change, like new technology, new regulations, restructuring, and rapid growth? | | | | |
| 8 | Does management consider the potential for fraud when identifying, analyzing, and responding to risks? | | | | |
| 9 | Are final risk determinations and managerial approvals documented and kept on file? | | | | |

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| 10 | There is a corrective action plan process to promptly resolve audit and monitoring findings from both internal and external sources? | | | | |
| 11 | Does the department have a process to identify new (or changed) laws or statutory requirements that could affect the department's operations? | | | | |

FY 2016 Internal Control Assessment
Section 3: Control Activities

Agency:

| | Question | Yes | No | NA | Comments |
|---|--|-----|----|----|----------|
| | Control Activities Applicable to All Fiscal Processes | | | | |
| 1 | Are there policies and procedures developed and implemented for each major fiscal process? | | | | |
| 2 | Does management have a process for the development, approval, and implementation of policy updates? | | | | |
| 3 | Are policies and procedures manuals updated on a timely manner and reflect current processes? | | | | |
| 4 | Does the agency policies and procedures identify how processes are to be performed and monitored and who carry out those responsibilities? | | | | |
| 5 | Does management knowledge of the organization's affairs periodically review and document the functionality and overall effectiveness of controls? | | | | |
| 6 | Has management implemented effective procedures that verify the accuracy of data when it is entered, processed, generated, distributed, or transferred? | | | | |
| 7 | Does management segregate key duties and responsibilities among employees to minimize the risk of misuse, mistakes, or fraud? | | | | |
| | Agency-wide Security Management Program | | | | |
| 8 | Has the agency developed a plan that clearly describes the agency-wide security program? If so, are there policies and procedures that support the security program? | | | | |

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| 9 | Has management established a structure to implement and manage the security program throughout the agency? Are security responsibilities clearly defined? | | | | |
| 10 | Has the agency implemented effective security-related personnel policies? | | | | |
| 11 | Does management monitor and periodically assess the security program policies, procedures and compliance? | | | | |
| 12 | If weaknesses in the security program are identified, does management take corrective action ? | | | | |
| 13 | Is the agency's information technology policies and procedures in accordance with ITS policies, standards and guidelines? | | | | |
| | Access Control | | | | |
| 14 | Has the agency established physical and logical controls to prevent and detect unauthorized access? | | | | |
| 15 | Are sensitive and confidential data files password protected at all times including portable flash drives, thumb drives, laptops, etc? | | | | |
| 16 | Are passwords required for access on all computers? | | | | |
| 17 | Are staff required to regularly change their passwords? | | | | |
| 18 | Does the agency monitor information systems access, investigate apparent violations, and take appropriate disciplinary action? | | | | |
| 19 | Does the agency have documented procedures for removing access to all systems when an employee leaves the agency? | | | | |
| | Application Software Development & Change Control | | | | |
| 20 | Is the agency Information system processing features and program modifications properly authorized? | | | | |
| 21 | Are all new or revised software thoroughly tested and approved? | | | | |

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| 22 | Does the agency have established procedures to ensure control of its software libraries? (includes labeling, access restrictions, use of inventories and separate libraries.) | | | | |
| | System Software Control | | | | |
| 23 | Does the agency limit access to system software based on job responsibilities? Is the access authorization documented? | | | | |
| 24 | Does the agency monitor access to and the uses of system software? | | | | |
| 25 | Are there any changes made to the system software? If so, who makes these changes? | | | | |
| 26 | Are there policies in place that will not allow an employee to load personal software on an agency server or employees work station? | | | | |
| | Service Continuity | | | | |
| 27 | Has the agency taken steps to prevent and minimize potential damage and interruption through the use of data and program backup procedures? (include off - site storage of backup data as well as enviornmental controls, staff training, hardware maintenance and management) | | | | |
| 28 | Does the agency periodically test and restore the backup files to ensure access? | | | | |
| 29 | Has management developed and documented a comprehensive contingency plan? | | | | |
| 30 | Does the agency test the contingency plan and adjust it as appropriate? | | | | |
| | Only answer the following questions if accounting system other than Magic is maintained. | | | | |
| 31 | For agencies not using Magic as its general ledger, access and related records to the general ledger are restricted to those who are assigned general ledger responsibilities? | | | | |

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| 32 | Does the agency have sufficient system controls in place for general ledger? If so, are these controls documented and tested? How often are they tested? | | | | |
| 33 | Does the agency reconcile its accounting system daily to MAGIC? | | | | |

FY 2016 Internal Control Assessment
Section 4: Information and Communication

Agency:

| | Question | Yes | No | NA | Comments |
|---|--|-----|----|----|----------|
| | Information Questionnaire | | | | |
| 1 | Does the agency have adequate provisions to provide information to staff that facilitates the operating, reporting, and compliance mandates? | | | | |
| 2 | Are system generated reports adequate, sufficient, and effective for the user? | | | | |
| 3 | Is management receptive to comments by internal and external auditors regarding deficiencies or suggestions for improvement? Does the agency respond with an appropriate action plan? | | | | |
| 4 | Has the agency developed an information technology plan that is linked to achieving the agency's objectives? | | | | |
| 5 | Are the information technology plans modified as needed to support new objectives? | | | | |
| | Communication Questionnaire | | | | |
| 6 | Do communication channels exist for employees to effectively communicate up, down, and across the agency? | | | | |
| 7 | Are detailed reports and data provided to appropriate staff timely or on a timely basis? | | | | |
| 8 | Does a clear communication channel exist to report suspected improprieties? | | | | |
| 9 | For individuals who report suspected improprieties provided feedback and are immune from reprisals? | | | | |

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| 10 | Are realistic mechanisms in place for employees to provide recommendations for improvements to work environment? | | | | |
| 11 | Are employees' suggestions acknowledged by providing incentives or other meaningful recognition? | | | | |
| 12 | When an agency changes its objectives or strategies, is it communicated timely to all agency staff? | | | | |

FY 2016 Internal Control Assessment
Section 5: Monitoring

Agency:

| | Question | Yes | No | NA | Comments |
|---|--|-----|----|----|----------|
| | Monitoring Questionnaire | | | | |
| 1 | Are the internal controls being monitored and reviewed by management to determine if it is operating as intended? | | | | |
| 2 | Does management solicit input from staff on opportunities to improve the effectiveness of controls? | | | | |
| 3 | Does the agency evaluate the internal control system when there are major strategy changes? (e.g., acquisitions or dispositions, operations and methods for processing etc.) | | | | |
| 4 | Has management established performance measures for processes and do they receive periodic reports of the effectiveness of those results for those measures? | | | | |
| 5 | Are internal control deficiencies reported to the person directly responsible for the activity and to a person one level higher? | | | | |
| 6 | Does the department have a process to ensure that prior-year audit findings have been corrected? | | | | |
| 7 | For a control deficiency, does the agency reassess and modify the control to prevent compliance problems? | | | | |
| 8 | Does the agency notify IT department within 24 hours that an employee has been terminated? | | | | |

FY 2016 Internal Control Assessment
Section 6: Procurement and Accounts Payable

Agency:

| | Question | Yes | No | NA | Comments |
|---|--|-----|----|----|----------|
| | Purchasing Overview | | | | |
| 1 | Are all state purchases made in accordance with State and Federal laws and regulations? (directive of the DFA Office of Purchasing and Travel Procurement Manual, ITS Procurement and Procedures Handbook, State Personnel Board Policy and Procedures Manual and the Personal Service Contract Procurement regulations) | | | | |
| 2 | Who is allowed to procure goods and services for the agency? | | | | |
| 3 | Are purchasing officers knowledgeable in federal and state purchasing laws and regulations? | | | | |
| 4 | Are Executive Director and all staff authorized as purchasing officers aware of penalties associated with improper and fraudulent purchases? (MS Code Annotated (1972) Section 31-7-55 and 31-7-57) | | | | |
| 5 | Are purchasing officers encouraged to participate in the MS Association of Government Purchasing and Property Agents training? | | | | |
| 6 | Are procurement centralized within the agency, to the extent possible? | | | | |
| 7 | Are all employees knowledgeable in the Ethics in Public Contracting section and DFA Office of Purchasing and Travel Procurement Manual? | | | | |

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| 8 | Does the agency have procedures in place to prevent splitting of purchase orders made to avoid solicitation of bids or advertising for bids? | | | | |
| 9 | Is documentation maintained to support compliance with state procurement regulations when procurement of goods and services in excess of minimum thresholds being acquired? | | | | |
| 10 | Are the duties of solicitations and evaluations of bids from contract awards segregated? | | | | |
| 11 | Are sole source procurements documented and support the determination of sole-source and the reasonableness of price? | | | | |
| 12 | Does management approve all sole source procurements? | | | | |
| 13 | Are vendors/subrecipients paid with federal funds cleared against the federal excluded parties list system (EPLS) to ensure against disbarment? | | | | |
| 14 | Are procedures in place that allows information pertaining to any bid to be reviewed on the premises of the agency? (Section 1.201-02 DFA Office of Purchasing and Travel Procurement Manual) | | | | |
| 15 | Are procedures in place to ensure proper approvals, such as Personal Services Contract Review Board or DFA's Public Procurement Review Board obtained prior to final initiation of contracts? | | | | |
| | Purchasing -Issuing Purchase Orders | | | | |
| 16 | Are employees aware that if a purchase is made without a valid and approved purchase order (required by law or regulations), it is not an obligation of the state? | | | | |
| 17 | Are procedures in place to periodically examine open purchase orders to determine if they should be adjusted or closed? | | | | |

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| 18 | Are procedures in place to electronically submit purchase orders to be paid out of funds appropriated for any fiscal year by June 30 or the date specified by DFA? | | | | |
| 19 | Are procedures in place to ensure that proper expenditure object codes are used on purchase order documents and that all other required fields are populated with correct accounting codes? | | | | |
| 20 | Are procedures in place whereby vendors are notified on a timely basis (before services begins) that a purchase order cannot be issued to them unless they first have a vendor number in MAGIC? | | | | |
| 21 | Are procedures in place to consolidate orders in order to take advantage of quantity discounts? | | | | |
| 22 | Are procedures in place to insure budget authority/cash exists prior to solicitation for procurement? | | | | |
| 23 | Are procedures in place to ensure that authorized employees are requesting the purchasing department to order goods and services ? Are these request in written communication? | | | | |
| 24 | Are procedures in place to ensure segregation of duties between purchasing, receiving and payment of goods and services? | | | | |
| 25 | Are procedures in place to ensure that MAGIC security profiles are consistent with segregation of duties? | | | | |
| | Purchasing- Emergency Purchases | | | | |
| 26 | The Executive Director and purchasing officer are aware of the legal definition of an emergency as set forth in Section 31-7-1(f) of the Mississippi Code? | | | | |
| 27 | Before and emergency purchase is declared, the agency does determine that the emergency which necessitates the purchase meets the legal definition? | | | | |

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| 28 | For each emergency purchase, does your agency have documentation of the purchase, including a description of the commodity purchased, the purchase price and the nature of the emergency? | | | | |
| 29 | Has the agency developed an emergency purchasing plan which may be put to immediate use should a disaster occur? | | | | |
| 30 | Has the agency followed ALL applicable rules and regulations pertaining to emergency purchases? | | | | |

FY 2016 Internal Control Assessment
Section 7: Cash Disbursements

Agency:

| | Question | Yes | No | NA | Comments |
|---|--|-----|----|----|----------|
| | Cash Disbursements- Procurement Cards | | | | |
| 1 | Has the agency identified and approved the number of cardholders and personnel to be assigned these cards? | | | | |
| 2 | Has the agency developed and documented internal controls for the Procurement Card activities that comply with the Office of Purchasing and Travel Procurement Manual? | | | | |
| 3 | Has the agency developed and documented internal control procedures that are in compliance with Procurement Card contract provisions? | | | | |
| 4 | Are all payments to the Procurement Card Vendor made by the corresponding due date? | | | | |
| 5 | Are purchase logs and cardholder statements obtained and reconciled to the corresponding Procurement Card vendor statement prior to receipt of the next Procurement Card vendor statement? | | | | |
| 6 | Are reconciled statements reviewed and approved by the cardholder's supervisor, in writing? | | | | |
| 7 | Are unacceptable materials and incomplete services documented and does the purchaser take appropriate corrective action with the vendor? | | | | |
| 8 | Are original payment processing documents maintained by an agency on file for auditing purposes? | | | | |
| | Cash Disbursements-Expenditures | | | | |

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| 9 | Are the responsibilities of initiating a purchase separate from approving payments? | | | | |
| 10 | Are invoice processing and accounts payable functions adequately segregated from those for the general ledger functions? | | | | |
| 11 | Does the agency have documented policies that ensure compliance with the State's prompt payment law? | | | | |
| 12 | Are payment processing documents retained on file at the agency for the required retention period? | | | | |
| 13 | Does the agency ensure procedures for disbursements are used only for authorized purposes? If so, does the agency follow the laws, rules, and regulations that govern the disbursements? | | | | |
| 14 | Are the responsibilities for disbursement procedures clearly documented and assigned to specific personnel? | | | | |
| 15 | Are controls established to assure that all payments are made on a timely basis and in accordance with all PO's and contracts? | | | | |
| 16 | Are proper invoice numbers reported on the payment document to ensure that duplicate payments are not made? | | | | |
| 17 | Are vendor invoices received in a central location? | | | | |
| 18 | Are responsibilities for receiving goods and services adequately segregated from approving payments? | | | | |
| 19 | Are MAGIC security profiles established for the cash disbursement function in agreement with adequate segregation of duties? | | | | |
| 20 | Has the agency established procedures for adequate pre-audit of all agency expenditures for compliance with all state and federal regulations? | | | | |
| 21 | Are procedures in place to assure that adequate, sufficient documentation is collected as support for each payment? | | | | |
| 22 | Are procedures in place to ensure proper account code fields are used to clearly distinguish program expenditures? | | | | |

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| 23 | Are procedures in place requiring an additional approval for any disbursements exceeding a set threshold? | | | | |
| 24 | Are procedures in place whereby management periodically examines expenditure reports in order to monitor the agency purchases and review payees to identify unusual or questionable activity? | | | | |
| 25 | Are controls in place to ensure sufficient cash or federal grant receivables (if applicable) is available prior to the agency approval of payment documents? | | | | |
| 26 | Are procedures in place to ensure that expenditures are recorded in the appropriate fiscal/budget/ federal accounting period and are eligible costs for that period? | | | | |
| 27 | Are procedures in place to ensure that payment of prior year claims are in accordance with Miss Code Ann. 27.104.25 (1972)? | | | | |
| | Cash Disbursements- Receiving Reports | | | | |
| 28 | Does the agency verify the goods receipt against the purchase order prior to approval for payment? | | | | |
| 29 | Are procedures in place whereby claims are filed promptly for goods damaged in shipment? | | | | |
| | Cash Disbursements- Petty Cash | | | | |
| 30 | Is the petty cash account assigned to only one person? | | | | |
| 31 | Does someone other than the cashier (or authorizing official) reconcile the monthly petty cash bank statement? | | | | |
| 32 | Is the petty cash account in the agency name? | | | | |
| 33 | Are all checks sequentially pre-numbered and imprinted with "Petty Cash Fund"? | | | | |
| 34 | Are the pre-numbered checks imprinted with the agency name? | | | | |
| 35 | Are checks signed after reviewing supporting documentation in order to reimburse the petty cash account? | | | | |
| 36 | Does the check register list every check issued, date of issuance, check number, name of payee, the amount disbursed and the account to be charged? | | | | |

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| 37 | Are the monthly bank statements reconciled to the check register? | | | | |
| 38 | Are cancelled checks (or carbon copies) and bank statements maintained for audit? | | | | |
| 39 | Are spoiled checks marked "VOID" and the signature line obliterated or mutilated? | | | | |
| 40 | Are voided checks filed in numerical sequence with cancelled checks? | | | | |
| 41 | Does receipts for all disbursements accompany the request for reimbursement? | | | | |
| 42 | Does the agency conduct surprise reconciliations of cash box, if applicable? | | | | |
| 43 | Are petty cash blank checks secured and locked with access to only the responsible employee or supervisor? | | | | |
| 44 | Are procedures in place to ensure that petty cash funds are not used for cashing checks or otherwise advancing funds to any officer or employee? (Miss. Code Ann. 7-7-59) | | | | |

FY 2016 Internal Control Assessment
Section 8: Accounts Receivable

Agency:

| | Question | Yes | No | NA | Comments |
|---|--|-----|----|----|----------|
| | Accounts Receivable | | | | |
| 1 | The agency's accounts receivable policies and procedures are clearly stated through manuals, handbooks, or other media? | | | | |
| 2 | Are all receivable transactions properly and accurately recorded, aged, and accounted for in the MAGIC system? | | | | |
| 3 | Are billings timely and accurately recorded and documented on the date the revenue transaction was completed, or the nearest normal billing cycle date? | | | | |
| 4 | Are all collections on accounts receivable deposited and the source and date of payment recorded in a timely manner? | | | | |
| 5 | Are the responsibilities for billing services and fees segregated between those for collection and accounting? | | | | |
| 6 | Are the responsibilities for maintaining detailed accounts receivable records segregated between those for collection, deposit, and general ledger postings? | | | | |

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| 7 | Are all adjustments, write-offs, and discharges properly authorized, documented, and made in accordance with establish policies, procedures and legal requirements? | | | | |
| 8 | Are uncollected accounts periodically reviewed and collection actions taken in accordance with established policies, procedures, and legal requirements? | | | | |
| 9 | Are account balances aged periodically and reviewed by an official not involved in cash receipts and disbursements? | | | | |
| 10 | Are recorded balances of receipts, acccounts receivable and related transaction activity periodically substantiated and evaluated? | | | | |
| 11 | Are receivables recorded promptly after collection? | | | | |
| 12 | Are records of receivables easily accessible? | | | | |
| 13 | Are receivable amounts periodically reviewed for credit balances? | | | | |
| 14 | Are the quantities, prices and clerical accuracy of billing invoices independently verified by another person other than the preparer? | | | | |
| 15 | Are billing statements promptly sent to all customers on a regular basis? | | | | |
| 16 | Are adequate files maintained by the agency on all accounts that have been written off to avoid violation which prohibits the forgiveness of debts owed to the State? | | | | |
| 17 | Are voided billings retained on file? | | | | |
| | Cash Receipts- Deposits | | | | |
| 18 | Has the agency developed an internal processing system capable of separating payments received from related accounting departments? How soon are they processed? | | | | |

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| 19 | Are all deposits properly and accurately recorded and accounted for in MAGIC? | | | | |
| 20 | Are checks endorsed "For Deposit Only" immediately upon their receipt? | | | | |
| 21 | Are the responsibilities for collection and deposit preparation functions segregated from the recording of cash receipts and general ledger entries? | | | | |
| 22 | Are the responsibilities for cash receipts functions segregated from those for cash disbursements? | | | | |
| 23 | Are personnel, who physically handle daily receipts, periodically rotated? | | | | |
| 24 | Do procedures exist for follow up and collection of "non-sufficient funds" checks? | | | | |
| 25 | Are "non-sufficient funds" checks handled by someone independent of processing and recording of cash receipts? | | | | |
| 26 | If payments are made in person, are receipts controlled by cash register, prenumbered receipts, or other equivalent? | | | | |
| 27 | Are receipts accounted for and balanced to collections on a daily basis? | | | | |
| 28 | Does the agency have a secure fireproof area for protecting and storing undeposited cash receipts? Is this area restricted to authorized personnel only? | | | | |
| 29 | Are the undeposited cash receipts locked in a secure area? | | | | |
| 30 | Are remittances by mail listed at the time mail is received-opened? If so, does the agency forward a copy of the listing to the personnel in cash receipts? | | | | |

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| 31 | Does the agency keep an original copy of the remittance by mail listing? Who keeps the original copy? | | | | |
| 32 | Is the remittance by mail list daily compared with the deposit by a third person? | | | | |
| 33 | Is cash receiving function centralized? | | | | |
| 34 | Are cashiers prohibited from cashing personal checks or notes of personal indebtedness? | | | | |
| 35 | Are bank balances in excess of \$250,000, the F.D.I.C. limit, are adequately secured? | | | | |
| 36 | Are deposits into agency clearing funds in accordance with approval by the DFA and State Treasury? | | | | |
| 37 | Are cash drawers balanced on a daily basis? Does the supervisor verify that the cash is in balance and sign off? | | | | |
| 38 | Are surprise cash drawer audits being conducted by supervisors, periodically? | | | | |
| 39 | Are MAGIC security profiles consistent with the segregation of duties over receipt functions? | | | | |
| 40 | Are procedures in place to document when receipt of funds should be recorded as refunds of expenditures or prior year revenue? | | | | |
| 41 | In the agency's internal control plan, is there a summary memo regarding the overall soundness of their controls over the receipt functions is present? | | | | |

FY 2016 Internal Control Assessment
Section 9 : Travel

Agency:

| | Question | Yes | No | NA | Comments |
|---|---|-----|----|----|----------|
| | Travel | | | | |
| 1 | Are procedures in place to ensure that all travel is done in accordance with the State Travel Policy Rules and Regulations manual published by DFA-OPT? | | | | |
| 2 | Does the agency provide all employees subject to travel status with a copy of the Travel Manual? | | | | |
| 3 | Does the agency offer training classes to review the Travel Manual with employees? | | | | |
| 4 | Are procedures in place whereby a travel waiver form is completed and sent to DFA-OPT prior to making any reservations or commitments that deviate from standard travel procedures? | | | | |
| 5 | Are procedures in place to ensure that employees understand that they can only rent a vehicle in lieu of a personal automobile for <u>official state business</u> within the State? (i.e. if rental is less expensive than the current mileage calculation) | | | | |
| 6 | Are procedures in place whereby the agency utilizes the appropriate state contract vendor for cars rented inside or outside the state? | | | | |
| 7 | Does the agency have a department travel coordinator who handles the monitoring and compliance of State Travel Rules and Regulations and other travel related assistance? | | | | |

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| 8 | Are procedures in place to ensure travel reimbursement requests are submitted by employees <u>immediately</u> upon their return from the travel and any travel settled at the time? | | | | |
| 9 | Are procedures in place to cancel credit cards immediately upon employee termination? | | | | |
| 10 | Are procedures in place to review the credit card statements sent to the agency reporting card use by employees? | | | | |
| 11 | What procedures are in place when an employee misuses a credit card? | | | | |
| 12 | Are procedures in place to ensure that travel reimbursement requests are verified, checked for compliance and approved before submitted to DFA? | | | | |
| 13 | Are procedures in place to govern the use of the state-owned vehicles in accordance with Miss. Code Ann (1972) 25-1-79 and 25-9-153 and the use of Fuelman cards (if applicable)? | | | | |
| 14 | Does management understand that they are responsible for ensuring the compliance with Section 25-3-41, Miss Code (1972) by providing internal controls over employee travel? | | | | |

FY 2016 Internal Control Assessment
Section 10: Grant Administration

Agency:

| | Question | Yes | No | NA | Comments |
|---|--|-----|----|----|----------|
| | Indirect Cost Recovery | | | | |
| 1 | Are unallowable cost charged to federal awards either directly or indirectly? | | | | |
| 2 | Has the agency's organizational structure been reviewed to determine the appropriate indirect cost or cost allocation plan proposal methodology? | | | | |
| 3 | Has the indirect cost rate proposal or cost allocation plan been prepared according to requirements set forth by OMB Circular A-87, Cost Principals for State and Local Government or OMB Circular A21-, Cost Principles for Educational Institutions? | | | | |
| 4 | Has a completed indirect cost rate proposal or cost allocation plan been submitted, negotiated and approved by the cognizant agency in a timely manner? | | | | |
| 5 | Has an approved indirect cost rate or amount been applied against appropriate grant awards? | | | | |
| 6 | Has the agency identified events that may affect the cost rate proposal or cost allocation plan to ensure that updates are performed in a timely manner? (i.e. new federal programs, reorganization or budget reductions) | | | | |
| | Federal Grant Compliance | | | | |
| 7 | Does the agency have controls in place to ensure that all purchases made with federal funds are in accordance with OMB Circular A-87? | | | | |

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| 8 | Does the agency take responsibility for administering federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award? | | | | |
| 9 | Does the agency have procedures in place to ensure that an employee (s) has security access to the grantors' draw down system? | | | | |
| 10 | Who has security access to the grantors' draw down system? | | | | |
| 11 | Is the employee(s) trained and knowledgeable of the federal program requirements? | | | | |
| 12 | Are procedures in place for determining expenditures when charging to specific federal programs? | | | | |
| 13 | Does the employee(s) demonstrate a responsibility for determining allowable costs? | | | | |
| 14 | Does the agency have a tracking mechanism (either thru MAGIC or internal agency system) to monitor actual expenditures against federal grant award amounts? | | | | |
| 15 | Are methods in place to detect potential unallowable activities? | | | | |
| 16 | Has the agency implemented procedures to verify/confirm participant eligibility for applicable federal programs operated? | | | | |
| 17 | Does the agency have procedures in place to ensure that uniform policies, procedures and regulations exist regardless of the funding source of funds? | | | | |
| 18 | Does the agency have procedures in place so that costs are not to be included to meet cost sharing or matching requirements? | | | | |
| 19 | Does the agency have procedures to ensure that matching/level of effort requirements are met and documented by the agency and its subrecipients? | | | | |
| 20 | Can the agency ensure that all cost charged to a federal program is reasonable? | | | | |

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| 21 | Does the agency have procedures in place to ensure accurate and timely reported to federal grantor agencies? | | | | |
| 22 | When reporting to federal grantor agencies, does the agency have adequate supporting documentation to support reports? | | | | |
| 23 | Does the agency have procedures in place to ensure that the draw down of federal funds are in accordance with award draw down schedule? | | | | |
| 24 | Are procedures in place to ensure compliance with the Cash Management Improvement Act (CMIA)? | | | | |
| 25 | Is interest earned on federal funds identified and reported to the federal funding agency? | | | | |
| 26 | Do policies exist to account for program income from federal program activities? | | | | |
| 27 | Are procedures in place to ensure that no alcoholic beverages are purchased with federal funds? | | | | |
| 28 | Are contracts and subrecipient award/grant documents reviewed to ensure inclusion of all applicable federal requirements? | | | | |
| 29 | Does the agency have procedures in place to ensure that compensation for employees engaged in work on federal awards is consistent with that paid for similar activities of the government? | | | | |
| 30 | For employees working on a single federal award or cost objective, are charges for salary and wages supported by periodic certifications? If so, does the agency review that the employee worked on that program during the period covered by the certification? | | | | |
| 31 | Does the agency maintain personnel activity reports or equivalent documentation on the distribution of employees salaries or wages, when an employee work(s) on multiple grants or activities? | | | | |

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| 32 | Does the agency have procedures in place to adequately train appropriate staff on federal grant requirements? (i.e. training updates on changes on federal grant circulars etc.) | | | | |
| 33 | Are procedures in place to ensure compliance with each federal agency's codification of the grants management common rule for which they are awarded funds? | | | | |
| 34 | Can the agency ensure compliance with appropriate requirements for each grant administered pursuant to grant award documents and to requirements applicable to A-133 Compliance Supplement? | | | | |
| 35 | Does the agency annually document and identify current year subrecipient, monitoring activities to be performed, schedule of activities and reporting results? | | | | |

FY 2016 Internal Control Assessment
Section 11: Fixed Assets

Agency:

| | Question | Yes | No | NA | Comments |
|---|--|-----|----|----|----------|
| | Construction: | | | | |
| 1 | Are actual expenditures compared to planned amounts by project? | | | | |
| 2 | Are capital outlay plans updated to reflect approved change orders affecting the original budget? | | | | |
| 3 | Are procedures in place to ensure that procurement regulations are met and documented including the approval from the Public Procurement Review Board? | | | | |
| 4 | Are procedures in place to ensure that construction-in-progress and completed projects are properly recorded? | | | | |
| 5 | Are procedures in place to ensure that budgeted items at all levels do not exceed the amount fixed for projects? | | | | |
| 6 | Does the agency (if applicable) comply to the guidelines set forth for projects by DFA-OPT? | | | | |
| | Fixed Assets: Overview | | | | |
| 7 | Are fixed assets only acquired for use in furthering the agency's programs and missions? | | | | |
| 8 | Is access to the fixed asset system limited to employees who need access to perform their job responsibilities? | | | | |

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| 9 | Are all assets within the required capitalization or control limits being recorded in the Fixed Asset System in a timely manner? | | | | |
| 10 | Are proper stewardship and control over assets being enforced? (i.e. periodic inventory) | | | | |
| 11 | Do financial records and reports properly reflect the fixed asset balances? | | | | |
| 12 | Are fixed assets protected from theft? | | | | |
| 13 | If theft occurs of a fixed asset, what are the procedures for reporting the theft? | | | | |
| 14 | Are segregation of duties maintained between the recording of fixed assets in the Fixed Asset System and the purchase and disposal of fixed assets? | | | | |
| 15 | Does the agency adequately and timely prepare reports required by the State Property Office? | | | | |
| 16 | Does the agency abide by all policy and regulations issued by the State Property Office? | | | | |
| 17 | Are fixed asset purchases in accordance with MS Code Ann (1972) Section 31-7-13? (MS Code, Section 31-7-13, Bid requirements) | | | | |
| 18 | Does the agency properly record excluded assets that are not required to be reported by the State Property Office? | | | | |
| 19 | Are excluded assets safeguarded against damages or theft? | | | | |
| 20 | Have employees been informed of State Property Office regulations and internal procedures? | | | | |
| 21 | Are internal procedures documented in writing? | | | | |
| 22 | Are procedures in place to ensure proper recording of donated assets (if applicable)? | | | | |
| 23 | Does the agency follow the proper procedures for recording an asset without a purchaser order? | | | | |
| 24 | Are DFA-OFR instructions, for GAAP reporting, followed and appropriate schedules submitted in a timely manner? | | | | |

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| 25 | Are source documents from audit trails provided for all fixed asset transactions? | | | | |
| 26 | Does the agency review proper recordings of assets in the fixed asset system? | | | | |
| | Fixed Assets: Betterments and Upgrades | | | | |
| 27 | Are all transactions involving betterments or upgrades evaluated on a case-by-case basis? If so, does the agency determine whether cost should or should not be entered in the fixed asset management system? | | | | |
| 28 | Are cost enter into the fixed asset management system properly referenced against the underlying original asset? | | | | |
| 29 | Does the agency assign realistic useful life to all depreciable assets when reporting additions (betterments) to the State Property Office? | | | | |
| 30 | Are asset acquisition cost, acquisition date and useful life properly recorded so that accurate depreciation is | | | | |
| | Fixed Asset: Disposal and Transfers | | | | |
| 31 | When assets are disposed, does the asset show a deactivation date? | | | | |
| 32 | How does the agency handle surplus transfers? | | | | |
| 33 | Are all surplus items, reported timely to State Property Office? | | | | |
| 34 | How does the agency handle obsolete and/or broken assets? | | | | |
| 35 | Are asset transfers properly documented indicating the receiving party? | | | | |
| 36 | Does segregation of duties exist between physical control and disposal of assets? | | | | |
| 37 | Is stolen property reported to security immediately and removed from inventory? | | | | |

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| | Fixed Assets: Federal Fixed Asset Accounting Requirements | | | | |
| 38 | Does the agency ensure that assets purchased with federal grant funds conform to the state and federal rules and regulations? | | | | |
| 39 | Are cost principles and administrative requirements pertaining to federally funded assets followed? | | | | |
| 40 | Does the fixed assets management system reflect property as purchased with federal funds and the specific federal program? | | | | |
| 41 | Are controls in place to exclude the depreciation on capitalized fixed assets purchased with federal grant funds and on surplus property from the indirect cost pool? | | | | |
| 42 | Are grantors notified (if required) when capitalized assets acquired with grant funds are no longer used in the grant program? | | | | |
| | Fixed Assets: Maintenance of Assets | | | | |
| 43 | Are maintenance costs of assets (owned or rented) periodically reviewed and analyzed? | | | | |
| 44 | Are maintenance contracts current and cover only assets approved by management? | | | | |
| 45 | Are procedures in place to ensure that maintenance costs are not incurred for assets covered under warranties? | | | | |
| 46 | Are warranty expirations reviewed so maintenance can be continued, if necessary? | | | | |
| 47 | Does the agency terminate maintenance contracts when cost is determined to be excessive in relation to cost to replace the asset? | | | | |
| | Capital Leases | | | | |
| 48 | Are lease policies and procedures in accordance with the States requirements? | | | | |

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| 49 | Are all lease transactions properly and accurately recorded and accounted for within the MAGIC and agency-based accounting system (if applicable)? | | | | |
| 50 | Are all lease/notes payable information properly reported to DFA-OFR in the agency GAAP packet process? | | | | |
| 51 | In preparing the agency budget request, are amounts needed to pay principal and interest properly budgeted? | | | | |
| 52 | Are all leases properly classified as either operating or capital? | | | | |
| 53 | Where are all the files on all active leases maintained at the agency? | | | | |
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FY 2016 Internal Control Assessment
Section 12: SPAHRS

Agency:

| | Question | Yes | No | NA | Comments |
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| | SPAHRS Introduction | | | | |
| 1 | Does the agency ensure that management and staff are properly trained in the use of SPAHRS and the controls available within the system? | | | | |
| 2 | Are payroll-processing tasks segregated so that one person does not have control of a transaction from beginning to end? | | | | |
| 3 | Does the agency have policies in place to ensure that only authorized persons have access to essential data and are able to make changes to employee pay records? | | | | |
| 4 | Does documentation and authorization exist for all employee record changes and payroll transactions? | | | | |
| 5 | Are these employee record changes and payroll transactions retained for audit purposes? | | | | |
| 6 | Does the agency ensure that paychecks are not distributed prior to payday? | | | | |
| 7 | Does the agency run a preliminary payroll report? | | | | |
| 8 | Are preliminary payroll reports reviewed and corrected before final run? | | | | |
| 9 | Are all reports generated from the use of mass transactions and automated interface processes reviewed to verify accuracy? (if applicable) | | | | |
| | 1099 Reporting | | | | |

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| 10 | Does the agency ensure that all quarterly 1099 reports have been reviewed? | | | | |
| 11 | Are all appropriate adjustments been made prior to the certification of the final year-to-date totals? | | | | |
| | SPAHRs Data Entry | | | | |
| 12 | Are proper paperwork and authorization in place prior to entering payroll data? | | | | |
| 13 | Has the agency developed policy and procedures concerning the data entry and review process? | | | | |
| 14 | Does the payroll and fiscal officers review data entry prior to certification of payroll? | | | | |
| 15 | Are forms/applications (if applicable) used to establish an employee record or make a change to current information maintained by the agency for audit purposes? | | | | |
| 16 | Does the agency approve all funding information in MAGIC prior to entry of payroll transactions into SPAHRs? | | | | |
| | SPAHRs Employee Profiles Hires/Rehires | | | | |
| 17 | Does the agency have documentation supporting the hiring and/or rehiring of employees completed and authorized before processing? | | | | |
| 18 | Prior to SPAHRs submission, does the agency review all information pertaining to the new hires to ensure the correctness of the data entry? | | | | |
| 19 | Does the agency ensure that all employees complete both federal and state withholding forms? | | | | |
| 20 | Does the agency inputs into SPAHRs the allowances claimed by the employee on Form W04s and any additional amount requested on both the federal and state withholding forms? | | | | |

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| 21 | Does the agency ensure that all reciprocal tax agreements with other states honored and taxes are withheld and reported to those states? | | | | |
| 22 | Does the agency require eligible employees to complete a new W-5, Earned Income Credit form, by certification of the first pay period of the new calendar year? | | | | |
| 23 | Does the agency maintain, for audit purposes, all applicable forms/applications used to establish an employee record or to make a change to the current information? | | | | |
| | SPAHRS Employee Profiles-Terminations | | | | |
| 24 | Does the agency verify that SPAHRS information concerning terminating employees is complete, properly authorized, and entered accurately into SPAHRS? | | | | |
| 25 | Does the agency fiscal officer ensure that all payments have been properly and accurately issued and that any outstanding advances or agency property have been recovered prior to the final payment issued to the employee? | | | | |
| 26 | Does the agency ensure that all benefit deductions are adjusted as required prior to final payment to the employee? | | | | |
| 27 | Does the agency ensure that all debt-set off amounts have been recovered and processed? | | | | |
| | SPHARS Leave Accounting | | | | |
| 28 | Does the agency supervisors use SPAHRS reports to verify leave entries to determine ending leave balances are correct and inform Human Resources/Payroll if discrepancies are noted? | | | | |
| 29 | Has the agency established appropriate processes governing leave form preparation, authorization, submission, data entry, and reconciliation? | | | | |
| 30 | Does the agency retain documentation supporting entries establishing leave balances? | | | | |

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| 31 | Does the agency ensure that leave transactions are authorized and entered on a timely basis? | | | | |
| 32 | Does the agency ensure that employee leave documents are stored in a secure location to maintain the confidentiality of the data? | | | | |
| 33 | Does the agency separate tasks related to leave activity to ensure that no one person has control of a transaction from beginning to end? | | | | |
| | SPAHRs- Unpaid Leaves of Absence and Overpayments | | | | |
| 34 | Are accurate and complete timekeeping performed to ensure that all periods of LWOP are reported and salary payments docked accordingly? | | | | |
| 35 | Has the agency implemented policies and procedures concerning LWOP and overpayments? | | | | |
| 36 | Are all reductions in an employee's salary properly authorized and entered into SPAHRs correctly and timely? | | | | |
| 37 | Does the agency retain supporting payroll documents for audit purposes? | | | | |
| 38 | Does the agency have in place procedures to ensure that benefits are adjusted appropriately as a result of LWOP or other reductions? | | | | |
| | SPAHRs- Time and Attendance | | | | |
| 39 | Does the agency verify that source documents, such as timecards, timesheets, or any other authorization used to pay or adjust an employee's pay, have been properly completed, authorized, and entered accurately into SPAHRs? | | | | |
| 40 | Does the agency ensure that employees comply with work schedules? | | | | |
| 41 | Does the agency ensure that overtime is properly authorized? | | | | |
| 42 | Does the agency have procedures for allocating time when less than 100% is worked on an activity? | | | | |

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| 43 | Does the agency have procedures for when funding is from multiple sources to ensure allocation of expenditures are made to correct program or project? | | | | |
| 44 | Does the agency management periodically review allocation of salaries to funding sources? | | | | |
| 45 | Are SPAHRS payroll duties segregated between the person who collects and processes the source documents and the fiscal manager who oversees the payroll operations? | | | | |
| 46 | Are proper source documentation maintained and accessible for review? | | | | |
| | SPAHRS Deductions | | | | |
| 47 | Does proper documentation exist prior to initiating any changes to an employee's record related to any payroll deductions? | | | | |
| 48 | Does the agency verify that the employee's Treasury Direct account information is complete? | | | | |
| 49 | Is the Treasury Direct account information properly authorized and entered accurately into SPAHRS and all appropriate files/documentation submitted? | | | | |
| 50 | Does the agency ensure that all employee and agency health insurance premiums due to DFA/Office of Insurance are paid? | | | | |
| 51 | Does the agency perform monthly reconciliation of the health care premiums collected? | | | | |
| 52 | Does the agency ensure that applicable forms affecting all payroll deductions are maintained for audit? | | | | |
| 53 | Does the agency ensure that retirement information is recorded correctly on an employee? | | | | |
| 54 | Is the monthly reconciliation of retirement plan contribution performed? | | | | |
| 55 | Does the agency ensure that insurance plan deductions are established properly in SPAHRS? | | | | |
| 56 | Does the agency perform monthly reconciliation of the insurance contributions? | | | | |

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| | SPAHRS- Direct Deposit | | | | |
| 57 | Are direct deposit payments made to the correct employee bank account? | | | | |
| 58 | Does the agency maintain copies of employee direct deposit enrollment applications? | | | | |
| 59 | Does the agency have procedures in place to remove employees from direct deposit when leave balance falls below agency established minimum balance? | | | | |
| | SPAHRS Payroll Certification | | | | |
| 60 | Does the agency have policies and procedures governing the payroll certification process? | | | | |
| 61 | Are the duties for data entry for payroll segregated from the duties for final approval of payroll? | | | | |
| 62 | There is an assigned primary certifier and backup in cases when the primary certifier is not available. | | | | |
| 63 | there are procedures in place to ensure that unauthorized personnel do not breach the certification security. | | | | |
| | SPAHRS Automated Changes | | | | |
| 64 | All reports generated from the use of mass transactions and automated interface processes (if applicable) are reviewed to verify accuracy. | | | | |
| | SPAHRS Exception Pay | | | | |
| 65 | As the agency, have you used Expection and Issue Pay? | | | | |
| 66 | Does the agency, beforing entering an exception in SPAHRS pay, ensure that proper documentation has been received and approved by appropriate parties? (i.e. memorandums, authorizations) | | | | |
| 67 | Does the agency verify exception pay results to ensure the entries are processed as expected? | | | | |
| | SPAHRS Void Employee Payments | | | | |
| 68 | Are all voids submitted to DFA/BFC for processing properly prepared by the agency payroll department and reviewed by the fiscal manager to ensure validity? | | | | |

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| 69 | Does the fiscal manager document evidence of the review by providing a signature and date of the review? | | | | |
| 70 | Does the agency have procedures in place to ensure that void checks are processed immediately upon notification of need and in accordance with DFA procedures? | | | | |
| | SPAHRs Security | | | | |
| 71 | Has the agency implemented procedures governing the levels of security requested and assigned appropriate employee access to SPAHRs? | | | | |
| 72 | Is access to SPAHRs limited to individuals who need the access to perform their job responsibilities? | | | | |
| 73 | Has the agency assigned a SPAHRs Security Contact? | | | | |
| 74 | Is the SPAHRs Security contact responsible for the comprehensive system of internal control over SPAHRs access? | | | | |
| 75 | Does the agency SPAHRs Security contact verify the appropriateness of security actions and levels prior to the submission of the SPAHRs Security User Profile Maintenance form to MMRS? | | | | |
| 76 | Does the agency require, in a 24 hour time period, the submission of request to delete access for terminated/transferred employees in order to safeguard the assets of the State? | | | | |
| 77 | Are all copies of the SPAHRs Security User Profile/Maintenance form and agency Security reports maintained by the agency for audit purposes? | | | | |
| 78 | Does the agency respond timely to the quarterly distribution security verification report, noting required changes or acceptance of existing security? | | | | |
| 79 | Does the agency have policies in place to ensure that individuals with salary and time attendance access do not have access to these functions in SPAHRs? | | | | |

FY 2016 Internal Control Assessment
Section 13: Davis-Bacon Act

Agency:

| | Question | Yes | No | NA | Comments |
|---|---|-----|----|----|----------|
| | Davis-Bacon Act | | | | |
| 1 | Does management understand the requirements to pay wages in accordance with the Davis-Bacon Act? | | | | |
| 2 | Does management properly communicate the requirements of the Davis-Bacon Act to staff, contractors, and subcontractors? | | | | |
| 3 | Does management understand its responsibility for monitoring compliance with the Davis-Bacon Act? | | | | |
| 4 | Does the agency identify contractors or subcontractors who are at a high risk of not paying the prevailing wage rates? | | | | |
| 5 | Does management identify how compliance with the Davis-Bacon Act will be monitored and the related risk of failure to monitor for compliance? | | | | |
| 6 | Does the agency obtain, review, and maintain the prevailing wages rates from the Federal Register or Department of Labor? | | | | |
| 7 | Are prevailing wage rates and provisions of the Davis-Bacon Act posted at job sites? | | | | |
| 8 | Are contractors informed in the procurement process of the requirements for paying prevailing wage rates? | | | | |
| 9 | Does the agency require contractors and subcontractors to submit certifications and copies of payroll? | | | | |

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| 10 | Does the agency compare the prevailing wage rates with the rates paid by contractors or subcontractors based on payroll information submitted? | | | | |
| 11 | Do reports provide sufficient information to determine if the requirements of the Davis-Bacon Act are being met? | | | | |
| 12 | Are channels of communication established for staff, contractors, and workers to report misclassification or failure to pay prevailing wages? | | | | |
| 13 | Does the agency periodically interview contractors or subcontractors workers to verify the wage rates being paid and compare to the prevailing wage rates? | | | | |
| 14 | Does an agency employee or an outside consultant assigned the specific responsibility to monitor contractors for compliance with the contract terms, including Davis-Bacon provision? | | | | |
| 15 | Are on-site visits periodically performed to monitor classifications, wage rates, and other requirements of the Davis-Bacon Act? | | | | |
| 16 | Are monitoring reports from contractors and consultants independently compared to employer submitted reports? | | | | |
| 17 | Are requests periodically made to the Department of Labor for findings regarding the existence of any discriminatory practices by either contractors or subcontractors? | | | | |
| 18 | Does management conduct reviews to ensure that certified payrolls are properly received, maintained, and monitored? | | | | |

FY 2016 Internal Control Assessment
Section 14: MAGIC Security

Agency:

| | Question | Yes | No | NA | Comments |
|---|---|-----|----|----|----------|
| | MAGIC Security | | | | |
| 1 | Has the agency assigned appropriate employee access to MAGIC? | | | | |
| 2 | Is access in MAGIC limited to individuals who need the access to perform their job responsibilities? | | | | |
| 3 | Has the agency assigned a MAGIC Security Contact? | | | | |
| 4 | Is the MAGIC Security Contact responsible for the comprehensive system of internal control over MAGIC access? | | | | |

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FY 2016 Internal Control Assessment
Section 15: Fraud, Waste & Abuse

Agency:

| | Question | Yes | No | NA | Comments |
|---|--|-----|----|----|----------|
| | Fraud, Waste & Abuse | | | | |
| 1 | Are controls in place to identify improper reporting of receivables(cash) to conceal misappropriation of receivable payments? | | | | |
| 2 | transactions, fictitious vendors, and inflated invoices from vendors? If so, what are the controls you have implemented? | | | | |
| 3 | Are controls in place to identify unauthorized payroll adjustments? If so, what are the controls you have implemented? | | | | |
| 4 | Does management conduct regular capital asset inventory reviews to account for all departmental assets and identify potential theft by employees? | | | | |
| 5 | Does management periodically review work flow processes to identify transactions and positions that are a high risk of being subject to fraud? | | | | |
| 6 | Has management established appropriate segregation of duties, proper review and approval levels of authority, and proactive fraud review procedures? | | | | |
| 7 | Has the agency developed and documented a related party transactions policy and approval process? | | | | |
| 8 | Are potential conflicts of interest for related party transactions disclosed on a periodic basis and applicable information made available to procurement staff? | | | | |

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|----|--|--|--|--|--|
| 9 | Does the agency conduct periodic reviews to evaluate whether the current controls are effective to ensure fraud risk is addressed? | | | | |
| 10 | Has the agency published a method for public and employee reporting of suspected fraud, waste and abuse? | | | | |
| 11 | Does the agency have procedures for investigating suspected instances of fraud, waste, and abuse? | | | | |
| 12 | Does senior management ensure that the necessary follow-up actions are taken in response to reported control deficiencies? | | | | |
| 13 | Are current audit and compliance reporting procedures timely and effective? | | | | |